

Job Title	Storekeeping Manager
Reporting To	Projects Accounts Manager
Office/Site Based	Office 10%; Site 90%

1. Job Purpose	
<p>To manage all storage, inventory and distribution of equipment and supplies across the plant and project sites. To control all storekeepers and daily documentation.</p>	
2. Key result areas	
<ol style="list-style-type: none"> 1. Determine needs for equipment and supplies to ensure that no shortfall will occur, even under unexpected circumstances. 2. Ensure all received goods are checked thoroughly, logged correctly (material requisition and delivery documentation) and allocated to site accordingly with proper store requisition. 3. Segregate all damaged material and material that are not in compliance with company requirements. 4. Ensure external delivery parties and services are available and working efficiently. 5. Produce timely weekly/monthly inventory reports in order for all material information (received, stored and issued) to be clear and retrievable to those who need access to such documentation. 6. Maintain awareness of team needs, appraising at regular intervals, training needs in order to conserve time and resources. 7. Supervise inspections, as required by material requisition, and undertake instruction from allocated superiors. 8. Supervise, control and train Project Storekeepers 9. Follow up daily visits to all sites to ensure logging is accurate and daily collections complete. 	
10. Job context	
<p>In such a dynamic market, it is essential that the undertakings of the company run smoothly and the teams within the plant ensure the safety and utilization of all NSCC equipment. The storekeeping team must understand the importance of rigidly monitoring the processing of materials through the storekeeping system. The role of the Storekeeping Manager is to supervise and monitor the storekeeping team in order to ensure all correct procedures and documentation concerning the receipt, storage and allocation of materials is adhered to strictly.</p>	
11. Communications & Working Relationships	
<p>This role is reliant upon direct communication with the Project Accounts Manager and all storekeeping teams. The jobholder holds active communication between Project Managers, Project Engineers, Site Engineers and Timekeepers.</p>	

12. Framework, Boundaries, Decision Making Authority & Responsibility

This role involves making independent decisions within the storekeeping team in order to manage all storekeeping processes. However, all problems affecting efficiency, safety, quality and other material issues and quality must be reported directly to the Project Accounts Manager. The position involves responsibility to understand the working needs of the storekeeping team employees and, of course, the timing demands of the sites.

13. Knowledge, Skills & Experience

Bachelor degree (preferable in a Commerce, IT or Accounting discipline). Minimum 3-5 years experience in a similar role. Experience required in similar engineering environment.

14. Competencies

Attention to detail. Ability to work under pressure. Strong communication skills (including through reports). Excellent team leading skills. Ability to influence at the multi-cultural level.